

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-829

Page 1 of 10

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
1	GENERAL CORRESPONDENCE Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the department or it's division.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or it's divisions. Transfer periodically to the Maryland State Archives
2	TIME AND ATTENDANCE Files may contain some or all of the following: leave requests, comptime request, weekly timesheets, etc.	Retain for 3 years, then destroy.
3	EMPLOYEE PERSONNEL RECORDS Files may contain some or all of the following: evaluations, awards, training, written correspondence, etc.	Retain for 3 years after termination, then destroy.
4	FISCAL YEAR BUDGETS Budget expenditure files for departments, tracking of expenses, invoices, purchase orders, check request, etc.	Retain for 3 years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative
Date 6/15/98

Signature Eugene T. Lauer
Typed Name Eugene T. Lauer
Title County Administrator

Schedule Authorized by State Archivist

Date JUN 22 1998

Signature Edward C. Papenfuss

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No.

C-889

Page 2 of 10

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
ADMINISTRATION FILES		
1	GRANT FILES Files contain some or all of the following: grant agreements, public hearings, correspondence, forms, etc..	Retain until project is complete, plus 10 years and until all audit requirements have been fulfilled, then destroy
2	FRONT FOOT/SPECIAL ASSESSMENT Files may contain some or all of the following: copy of assessment notice, copy of ordinance, copy of lien, petition, correspondence, etc.	Retain until project is completed plus 10 years and until all audit requirements have been fulfilled, then destroy.
3	COBB ISLAND SEWER EASEMENTS Sewer easements for each property on the Cobb Island Sewer System.	Retain for 50 years, then destroy.
4	DEVELOPER BONDS & AGREEMENTS Active original bond, pending bonds, and active development agreements.	Retain for 50 years, then destroy.
5	SUBDIVISION FILES (09) Files may contain some or all of the following: correspondence, field reports, studies, subdivision miscellaneous documents, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the Maryland State Archives.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. **C-829**

Page **3** of **10**

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
<u>Administration Files Con't</u>		
6	ADMINISTRATION FILES (06) Files contain some or all of the following: correspondence, citizen complaints, projects, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the Maryland State Archives.
7	ADMINISTRATION FILES (06) Files that contain some or all of the following: Committee & Task Force Minutes, Policies & Procedures, Studies, etc.	Permanent, transfer periodically to the Maryland State Archives.
8	UTILITY PERMITS Files containing records of those that are tied to the Public Water and Sewer System.	Permanent, until local law is changed, recommend 5 year retention, then destroy
<u>DEVELOPMENT SERVICES FILES</u>		
1	ACTIVE PERMITS (UNISSUED) File may contain some or all of the following types: Capital Improvement Projects, Blanket, Industrial, Unissued Construction Revisions, Residential, Commercial, and may include some or all of the following: submittals for engineering review and approval, applications, comment letters, SWM material, copy of plan, correspondence.	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.
2	INACTIVE PERMIT FILES Issued project files with construction completed bond released. Filed may include some or all of the following: applications, cost estimates, computations, fees paid, bonding materials, inspection daily reports, and right-of-way file of dedications.	Retain for 50 years, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. **C-829**

Page **4** of **10**

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
Development Services Files Con't		
3	NUCLEAR DENSITY GAUGE FILES Troxler/Landauer files on use and results of nuclear density gauge and also badge by Highway Engineer.	Retain until audit restrictions are lifted and/or staff use is stopped, then destroy.
4	SWM MAINTENANCE FILES Files may contain all or some of the following: inspection reports, notification letters to owners approving status of structures or required repairs, approved plans, follow up inspection.	Retain for 50 years, then destroy.
5	SIGNED APPROVED CONSTRUCTION PLANS Signed approved construction plans.	Retain for 50 years, then destroy.
6	ROAD FILES Files may contain all or some of the following: plats, deeds, road final inspection reports, road condition survey reports, notes, correspondence.	Permanent, transfer periodically to the Maryland State Archives.
7	FLAT FILES Files may contain some or all of the following: subdivision plats, finals, subdivision as built, road/water/sewer project files, archives, miscellaneous.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the Maryland State Archives.
8	AS BUILTS As-Built documentation for infrastructure construction of water, sewer and drainage lines.	Permanent, transfer periodically to the Maryland State Archives.
9	ROAD CARDS One card per road which may contain some or all of the following: Road #, SHA Road #, Deed, Liber/Folio, Road width and comments	Permanent, transfer periodically to the Maryland State Archives.
10	ACTIVE PERMIT FILES Official project files of issued projects with an active bond in place. These files may include some or all of the following: application, cost estimates, comment letters, computations, fees paid info, original receipts of fees paid, bonding information.	Retain for 5 years and until all audit requirements have been fulfilled, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No.

C-829

Page 5 of 10

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
<u>Planning Division Files Con't</u>		
11	RIGHT OF WAY AGENT FILES Appraisal information, CIP Staff Meeting notes, plat closure, Commissioner Meeting Minutes, computer information, Forest Conservation Forms (blank), legal issues, County Newsletter, Phone procedures, Rights Relocation's, ROW duties, samples, Bug Reg. Info, Timesheets, Voice Mail, Active Projects	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department. Transfer periodically to the Maryland State Archives.
12	RIGHT OF WAY FILES Plats, Mylars, Paper Prints, ROW Plats for Projects	Permanent, transfer periodically to the Maryland State Archives
13	SHA/LA PLATA ROAD INFO/ROW UPDATES SHA mileage reports, correspondence, plats/deed/ tax map copies.	Retain for 10 years and until all audit requirements have been fulfilled, then destroy.
<u>CAPITAL IMPROVEMENT FILES</u>		
1	CIP PROJECT FILES Files may contain all or some of the following: Contracts, amendments, change orders, correspondence, invoices, studies, cost estimates, schedules, transmittals, etc.	Retain until project is completed plus 10 years and until all Federal, State and Local audit requirements have been fulfilled, then destroy.
2	CONSTRUCTION SPECIFICATIONS (BOOKS) Specification documents for construction projects.	Permanent, transfer periodically to the Maryland State Archives. (1 set)
3	BLUE PRINTS & MISCELLANEOUS DRAWINGS Files containing 24" x 36" blueprints.	Retain for life of grant plus 20 years and until all audit requirements have been fulfilled, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. **C-829**

Page **6** of **10**

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
PERMIT DIVISION FILES		
1	BUILDING PERMITS File can contain all of some of the following: agency approval, site plans, construction plans, site plans, U & O's, pre-approval forms from Health Department, electrical permit, plumbing permit, utility permit, forest conservation documents, checklists, stop work orders, make safe orders, etc.	Permanent, until local law is changed, then propose a 5 year retention, then destroy
2	PLANS ON FILE Construction drawings & plan review records (kept on file should the builder construct the same single family dwelling on a different lot).	Retain for life of building, then destroy.
3	SITE PLAN FOLDERS Contain site plan applications, site plan and correspondence.	Retain for 10 years, then destroy.
4	COMMERCIAL CONSTRUCTION PLANS Architectural plans for commercial buildings.	Retain for life of building, then destroy.
5	PRIVITIZED CONTRACTS Copies of assignments, approvals, or status responses, fee amount to be charged for permit. Reconciliation papers and copies of approved paid invoices. Copies of completed payments per month.	Retain for 3 years after complaint received, then destroy.
6	COMPLAINT FILES Complaint form, field report, pictures, correspondence, follow-up report, for investigation of illegal construction or code violations.	Retain for 3 years after complaint received, then destroy.
7	ZONING CERTIFICATES & HOME OCCUPATIONS Various certificates for use, home occupations, sign permits, etc.	Retain for 3 years, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. **C-829**

Page **7** of **10**

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
<u>Permit Division Files Con't</u>		
8	<p>BUILDING STATISTICS</p> <p>File may include some or all of the following: Building Permits Issued, Building Permits Received, Building Permit Revenue, Use & Occupancies Issued, Permits Voided, Zoning In - Received, Zoning Out - Issued, Utility Permits Issued, FY Building Permits Issued, FY Revenue, Chamber Reports, Historical (end of year only), F.W. Dodge Reports, Census Bureau reports.</p>	Permanent, transfer periodically to the Maryland State Archives.
<u>PLANNING DIVISION FILES</u>		
1	<p>DEMOGRAPHIC INFO & DEMOGRAPHIC NEWSLTR</p> <p>County, State, Metro Area, So. Md. Region and National/Global Statistical information.</p>	Permanent, transfer periodically to the Maryland State Archives.
2	<p>CONSULTANT CONTRACT FILES</p> <p>Copies of purchase orders and correspondence on consultant contract projects.</p>	Retain for 5 years after contract is closed and until all audit requirements have been fulfilled, then destroy.
3	<p>APF COMMITTEE FILES</p> <p>Record of APF Committee, including minutes, agendas, report of committee, and any associated documents/information.</p>	Permanent, transfer periodically to the Maryland State Archives.
4	<p>PLANNING COMMISSION MINUTE BOOKS</p> <p>Planning Commission minutes of meetings, including agendas.</p>	Permanent, transfer periodically to the Maryland State Archives.
5	<p>WICOMICO SCENIC RIVER COMMISSION</p> <p>Preceding of Commission meetings, with membership list.</p>	Permanent, transfer periodically to the Maryland State Archives.
6	<p>NATURAL RESOURCES MAPS COLLECTION</p> <p>NPDES outfall mapping on County topo; NWI maps; Maryland Wetland Maps; Chesapeake Bay Critical area maps.</p>	Retain until updated or superseded, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. **C-829**

Page **8** of **10**

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
Planning Division Files Con't		
7	ZONING ENFORCEMENT FILES Property owner, property description, letter outlining zoning violation.	Retain until case closed, plus 5 years, then destroy.
8	ZONING AMENDMENT PETITIONS Amendment petitions for rezonings, proposal requests, plans, correspondence, reviews, including maps, charts and exhibits.	Retain for 10 years, then destroy.
9	ZONING MAP AMENDMENTS Zoning map amendments request, applications, correspondence, orders from Commissioners, including maps, charts and exhibits.	Retain for 50 years, then destroy.
10	SUBDIVISION PLAT FILES Subdivision plat files, applications, plats, correspondence, reviews.	Retain until updated or superseded, then destroy
11	PRELIMINARY SUBDIVISION PLATS Preliminary plans of subdivisions, initial land development proposals, applications, plans, correspondence, reviews.	Retain for 10 years, then destroy
12	ZONING TEXT AMENDMENTS Amendment proposals for Zoning Ordinance primarily text correspondence, but may include charts and exhibits.	Retain for 50 years, then destroy.
13	PLANNING GRANTS Each file may contain some or all of the following; FY Grant documents, contracts, reports, billing information, etc.	Retain until grants are closed plus 5 years and until all audit requirements have been fulfilled, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. **C-829**

Page **9** of **10**

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
Planning Division Files Con't		
15	AG FILES, TRANSFER RIGHTS, FOREST LEGACY Ag Preservation districts, easement properties, transfer or development rights sending/receiving, Md. Depart of Ag Gypsy Moth Suppression Program, Forest Legacy Program, Ag. Misc., Sludge Misc., Off-Site Forest Mitigation, So. Md. Ag. Comm.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
16	CENSUS 2000 Correspondence on projects relating to the upcoming decennial census.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
17	LOWER POTOMAC & MIDDLE POTOMAC, PATUXENT TRIBUTARY STRATEGY TEAMS MINUTES & OTHER DOCUMENTS PERTAINING TO THE TRIBUTARY TEAM MEETINGS	Permanent transfer periodically to the Maryland State Archives.
18	COMPREHENSIVE PLAN UPDATE Contains the documentation used to update the 1990 plan, workshops, draft, etc.	Retain until project is completed plus 5 years and until all audit requirements have been fulfilled, then destroy.
19	PUBLIC FACILITIES FILES Files may contain all or some of the following: transportation, transportation planning, traffic, State Highway, administration, current projects, past projects, etc.	Retain until project is completed plus 5 years and until all audit requirements have been fulfilled, then destroy.

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. **C-829**

Page **10** of **10**

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
PLANNING & GROWTH MANAGEMENT

Item No.	Description	Retention
<u>Planning Division Files Con't</u>		
20	BOARD OF APPEALS CASES Files may contain some or all of the following: application, staff report, correspondence, Decision & Order, exhibits, transcripts, minutes, sign-in sheets, etc.	Retain 50 years, then destroy.

Instructions – Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>1</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program All	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title General Correspondence		5. Earliest Year / Latest Year to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Subject arrangement of original incoming letters, outgoing letters, memorandum and any and all material of the department or it's divisions.			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: right;">Number</div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Binders <hr/> 10. Annual Accumulation <div style="text-align: right;">Number</div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Binders
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after Month(s) Year(s)	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the agency. Transfers periodically to Md. State Archives.	
19. Name and Title of Preparer Joyce A. Schmidt <i>Asst. to Director, PGM</i>	20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>2</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program All	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Time & Attendance Files				5. Earliest Year / Latest Year _____ to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File can contain all or some of the following: leave requests, comptime request, and weekley timesheets, etc.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File becomes inactive after ____ Month(s) <u>3</u> Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Retain for 3 years, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>3</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program All
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Employee Personnel Records			5. Earliest Year / Latest Year _____ to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Personnel File, includes evaluations, written correspondence, etc.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
				10. Annual Accumulation <u>0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after ____ Month(s) ____ Year(s) Three years after employee leaves		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify agency or office) x Personnel Department x		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x Personnel x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 3 years after termination then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions -- Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>4</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program All
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Fiscal Year Budgets			5. Earliest Year / Latest Year _____ to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Budget expenditure files for department, tracking of expenses of invoices, purchase orders, check requests etc.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after ____ Month(s) ____ Year(s) n/a		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify agency or office) x Purchasing, Fiscal Services x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for three (3) years, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>5</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program All
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Grant Files			5. Earliest Year / Latest Year 1987 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File can contain all or some of the following: grant agreement, public hearing, correspondence, conditions, forms, etc.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s) Project Close Out		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain until project is completed plus 10 years and until all grant & audit requirements have been fulfilled, then destroy		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>6</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program All	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title Front Foot / Special Assessment Files		5. Earliest Year / Latest Year 1960 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File can contain all or some of the following: copy of assessment notice, copy of ordinance, copy of lien, petition, correspondence, etc.			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s) Project Completion	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain until project is completed plus 10 years and until all audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM	20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>7</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program All
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Cobb Island Sewer Easements			5. Earliest Year / Latest Year <u>1991</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Sewer easements for each property.				
7. Record Series Format(s)		8. Record Series Sequence		9. Volume <u>3</u> Number
<input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		<input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
				10. Annual Accumulation _____ Number
				<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Retain for 50 years then destroy.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>8</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program All	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Developer Bonds & Development Agreements				5. Earliest Year / Latest Year <u>1989</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Active original bonds, pending bonds, active development agreements.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)			
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County			
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 50 years then destroy.			
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>9</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Subdivision Files (03)				5. Earliest Year / Latest Year <u>1980</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence, field reports, studies, individual subdivision miscellaneous documents.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 9 <div style="text-align: right; border-top: 1px solid black; width: 50px; margin: 0 auto;">Number</div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ boxes & library shelf 10. Annual 5 <div style="text-align: right; border-top: 1px solid black; width: 50px; margin: 0 auto;">Accumulation Number</div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin development, and accomplishments of the agency. Transfer periodically to Md. State Archives.		
19. Name and Title of Preparer Joyce A. Schmidt <i>Asst. to Director, PGM</i>		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>10</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program Planning	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title Administration Files (06)		5. Earliest Year / Latest Year <u>1980</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence (General), Citizen Complaints			
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>10</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin development, and accomplishments of the agency. Transfer periodically to Md. State Archives.	
19. Name and Title of Preparer Joyce A. Schmidt <i>Asst. to Director, PGM</i>	20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>11</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program All	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Administration Files (06)				5. Earliest Year / Latest Year <u>1980</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Committee & Task Force Minutes Policies & Procedures Studies					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>10</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual <u>.5</u> Accumulation Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File becomes inactive after Month(s) Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions -- Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INV RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>12</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program All
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Utility Permits			5. Earliest Year / Latest Year 1975 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Properties tied to Public Water & Sewer.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>4</u> Numl <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify agency or office)		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>13</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Development Services
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Active Permits (UNISSUED)			5. Earliest Year / Latest Year <u>1989</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File can contain all or some of the following types: Capital Improvement Projects, Blanket, Industrial, Unissued Construction Revisions, Residential, Commercial and may include some or all of the following: submittals for engineering review and approval, applications, comment letters, SWM material, copy of plan, correspondence.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 5 years and until all audit requirements have been fulfilled, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>14</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Development Services	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Inactive Permit Files				5. Earliest Year / Latest Year <u>1973</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Issued project files with construction completed and bond released. Files may include some of all of the following: applications, cost estimates, computations, fees paid, bonding materials, inspection daily reports, and right-of-way file on dedications.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical, topic <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>26</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 53 boxes <hr/> 10. Annual <u>4</u> Accumulation Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 1 library shelf	
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Retain for 50 years, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794	
		Page <u>15</u> of <u>55</u>	
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program Development Services	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title Nuclear Density Gauge Files		5. Earliest Year / Latest Year 1993 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Troxler/Landauer files on use and results of nuclear density gauge and also badge by Highway Engineer.			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>20</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>15</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ sheets	
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain until audit restrictions are lifted and / or staff use is stopped, then destroy.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM	20. Telephone Number 301-645-0576	21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>16</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Development Services	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Stormwater Management Maintenance Files				5. Earliest Year / Latest Year <u>1985</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files may contain all of some of the following: inspection reports, notification letters to owners approving status of structures or required repairs, approved plans, follow up inspections.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical, topic <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Retain for 50 years, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions -- Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>17</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Development Services
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Signed Approved Construction Plans			5. Earliest Year / Latest Year 1989 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Signed approved construction plans.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>24" x 36" plans</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical, topic <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>57</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) sets of plans 10. Annual <u>95</u> Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) sets of plans
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) <u>1-2</u> Year(s)	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Retain for 50 years, then destroy.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>18</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Development Services	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Road Files				5. Earliest Year / Latest Year <u>1930</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files may contain some or all of the following: plats, deeds, road final inspection report, road condition survey report, notes, correspondence.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)			
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County			
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 10 years and until all audit requirements have been fulfilled, then destroy.			
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>19</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Development Services
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Flat Files			5. Earliest Year / Latest Year <u>1987</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files may contain some or all of the following: subdivision plans, final subdivision as built, road / water / sewer project files, archives, miscellaneous				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>flat files</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>project / interest</u>		9. Volume <u>10</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>flat files</u>
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after <u> </u> Month(s) <u> </u> Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) <u>x</u> <u>x</u>		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) <u>x</u> <u>x</u>		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) <u>x</u> <u>x</u>		18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>20</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Development Services
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title As-built's			5. Earliest Year / Latest Year <u>1974</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Construction as-built's.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>24" x 36" mylars / plans</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>45</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) flat file drawers <hr/> 10. Annual Accumulation <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) flat file drawers
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>21</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Development Services
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Road Cards			5. Earliest Year / Latest Year 1930 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) One card per road which may contain some or all of the following: Road #, SHA Road #, Deed Lieber / Folio, Road Width and comments.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>index cards 3" x 5"</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>card boxes</u>
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x alphabetical x		18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>22</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program Development Services	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title Active Permit Files		5. Earliest Year / Latest Year <u>1989</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Official project files of issued projects with an active bond in place. These files may include some or all of the following: application, cost estimates, comment letters, computations, fees paid info, original receipts of fees paid, bonding information.			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>21</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <hr/> 10. Annual <u>2</u> Accumulation Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 5 years and until all audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM	20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>23</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Development Services
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Right of Way Agent Files			5. Earliest Year / Latest Year <u>1996</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Appraisal information, CIP staff meeting notes, plat closure, Commissioner Meeting Minutes, computer information, Forest Conservation Forms (blank), legal issues, County Newsletter, Phone Procedures Rights Relocations, ROW duties, samples, Sub. Reg. Info., Timesheets, Voice Mail, Active Projects.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>27</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) files <hr/> 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page <u>24</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program Development Services
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.		
4. Record Series Title Right of Way Files	5. Earliest Year / Latest Year <u>1991</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Plats, Mylars, Paper Prints, ROW Plats for Projects (10 drawers)		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>flat files</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>project</u>	9. Volume <u>10</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>flat files</u> <hr/> 10. Annual Accumulation <u>10</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Plats each drawer</u>
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646	14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) <u>x</u> <u>x</u>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) <u>x</u> <u>x</u>	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) <u>x</u> <u>x</u>	18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM	20. Telephone Number 301-645-0576	21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>25</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Development Services	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title SHA/LaPlata Road Info/ROW Updates				5. Earliest Year / Latest Year <u>1990</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) SHA mileage reports, correspondence, plats/deed/tax map copies.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual <u>.50</u> Accumulation Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Retain for 10 years and until all audit requirements have been fulfilled, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>26</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Capital Improvement Projects
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title CIP Project Files			5. Earliest Year / Latest Year <u>1969</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File can contain all of some of the following: Contracts, Amendments, Change Orders Correspondence, Invoices, Studies, Cost Estimates, Schedules, Transmittals, etc.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>70</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ & boxes 10. Annual <u>4</u> Accumulation Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s) n/a		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain until project is completed plus 10 years and until all Federal, State, & Local audit requirements have been fulfilled, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>27</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Capital Improvement Projects
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Construction Specifications (Books)			5. Earliest Year / Latest Year _____ to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Specification documents for construction projects. Approximately 50 books averaging 300 pages each.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>8 1/2" x 11" bound volumes</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By project</u>		9. Volume <u>10</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
		10. Annual Accumulation <u>10</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Books		
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) <u>10+</u> Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Permanent, transfer periodically to the Maryland State Archives. (1 set)		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions -- Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>28</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Capital Improvement Projects
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Flat Files & Misc. Drawings			5. Earliest Year / Latest Year _____ to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 20 Flat File drawers containing approximately 250 - 24" x 36" blueprints per drawer, approx. 36 projects. Approximately 1,000 additional 24" x 36" blueprints are stored, rolled up, in various areas of CIP Office.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>24" x 36" drawings</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By project</u>		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <hr/> 10. Annual Accumulation <u>500</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Sheets
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after ____ Month(s) <u>10+</u> Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for life of grant plus 20 years and until all audit requirements have been fulfilled, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>29</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Permits
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purpose				
4. Record Series Title Building Permits			5. Earliest Year / Latest Year 1960 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File can contain all or some of the following: Agency approvals, site plans, construction plans, site plans U & O's, Pre-Approval forms from Health Dept., Electrical Permit, Plumbing Permit, Utility Permits, Forest Conservation Documents, Checklists, Stop Work Orders, Make Safe Order, etc.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>15,00</u> Numl <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s) After U & O is issued		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x AS400 Computer Software x		18. Recommended retention Permanent (until local law is changed then propose a 5 year retention).		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page <u>30</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program Permits
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.		
4. Record Series Title Plans of File	5. Earliest Year / Latest Year <u>1996</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Construction Drawings & Plan Review Records. These plans are kept on file should the builder construct the same single family dwelling on a different lot.		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By Builder</u>	9. Volume <u>230</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 3 drawers of lateral cabinets <hr/> 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File becomes inactive after _____ Month(s) _____ Year(s) only when CABO Code changes	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646	14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x a notebook is kept which references builder & type x of house	18. Recommended retention Retain for life of building , then destroy.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM	20. Telephone Number 301-645-0576	21. Date 01/27/98

Instructions -- Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>31</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program Permits	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title Site Plan Folders		5. Earliest Year / Latest Year <u>1988</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Expandable folders containing site plan application, site plan, correspondence.			
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>10</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 10 years, then destroy	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM	20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>32</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Permits	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Commercial Construction Plans				5. Earliest Year / Latest Year <u>1986</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Architectual plans for commercial buildings.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>rolled architectual plans</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>no order</u>		9. Volume <u>200</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>rolled plans</u> <hr/> 10. Annual Accumulation <u> </u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File becomes inactive after <u> </u> Month(s) <u> </u> Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) <u>x</u> <u>x</u>		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) <u>x</u> <u>x</u>			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <u>County</u>		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) <u>x</u> <u>x</u>			18. Recommended retention Retain for life of building, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>33</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Permits
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Privitized Contracts			5. Earliest Year / Latest Year <u>1994</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of daily assignments, approvals, or status responses, fee amount to be charged for permit. Reconciliation papers and copies of approved paid invoices. Copies of completed payments per month.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1/2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual <u>14</u> Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) folders
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 3 years after termination of contract, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>34</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Permits
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Complaint Files			5. Earliest Year / Latest Year <u>1989</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Complaint records - complaint form, field report, pictures, correspondence, follow-up reports. For investigation of illegal construction or code violations.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) <u>1</u> Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 3 years after complaint received, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>35</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Permits
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Zoning Certificates & Home Occupations			5. Earliest Year / Latest Year <u>1988</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Various certificates for use, home occupations, sign permits, etc.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
				10. Annual Accumulation <u>.50</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) <u>3</u> Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 3 years, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>36</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program Permits	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.			
4. Record Series Title Building Statistics		5. Earliest Year / Latest Year <u>1968</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File may include some or all of the following: building Permits Issued, Building Permits Received, Building Permit Revenue, Use & Occupancies Issued, Permits Voided, Zoning In - Received, Zoning - Out Issued, Utility Permits Issued, FY Building Permits Issued, FY Revenue, Chamber Reports, Historical (end of year only), F.W. Dodge Reports, Census Bureau reports.			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>.50</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 3" binders
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM	20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page <u>37</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.		
4. Record Series Title Demographic Info & Demographic Newsletter		5. Earliest Year / Latest Year <u>1790</u> to <u>Present</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) County , State, Metro Area, So. Md. region & National / Global Statistical info.		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>bookcase</u> <hr/> 10. Annual <u>1</u> Accumulation Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File becomes inactive after _____ Month(s) _____ Year(s) never	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646	14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County	
17. Is an index system used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x classified by above categories x	18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM	20. Telephone Number 301-645-0576	21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>38</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Consultant Contract Files			5. Earliest Year / Latest Year <u>1996</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files that contain copies of purchase orders and correspondence on consultant contract projects.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) folder <hr/> 10. Annual <u>1</u> Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) folder
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) <u>5</u> Year(s) after completion		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify agency or office) <input checked="" type="checkbox"/> partly in purchasing <input checked="" type="checkbox"/>		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 5 years after contract is closed and until all audit requirements have been fulfilled, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions -- Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>39</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Adequate Public Facilities Committee Files			5. Earliest Year / Latest Year 1994 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Record of APF Committee, including minutes; agendas; report of committee; and any associated documents / information.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ <div style="text-align: center;">N/A</div>		9. Volume <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) expanding file <hr/> 10. Annual Accumulation <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) expanding file
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>40</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Planning Commission Minute Books			5. Earliest Year / Latest Year <u>1958</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Planning Commission minutes of Commission meetings includes agendas.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ by year _____		9. Volume <u>27</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) book 10. Annual Accumulation <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) book
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s) n/a		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794	Page <u>41</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.		
4. Record Series Title Wicomico Scenic River Commission		5. Earliest Year / Latest Year <u>1993</u> to <u>Present</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Proceedings of Commission meetings, Commission membership list.		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
12. File becomes inactive after _____ Month(s) _____ Year(s)		13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646
14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x
16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County		17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x
18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.		19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM
20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>42</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Natural Resources Maps Collection			5. Earliest Year / Latest Year _____ to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) -NPDES outfall mapping on County topo maps -NWI maps 7.5' quadrangles -Maryland Wetland Maps 7.5' quadrangles -Chesapeake Bay Critical Area maps				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>large format maps</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) map drawers & hangers
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after ____ Month(s) ____ Year(s) updated as necessary		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain until updated or superseded, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>43</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Zoning Enforcement Files				5. Earliest Year / Latest Year _____ to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Property owner, property description, letter outlining zoning violation. The purpose of Zoning enforcement is to regulate the Charles County Zoning Ordinance for the purpose of protecting and promoting the health, safety, comfort and welfare of the residents of Charles County.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>10</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual <u>1</u> Accumulation Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File becomes inactive after <u>6</u> Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Retain until case closed, plus 5 years, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>44</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purpose				
4. Record Series Title Zoning Amendment Petitions			5. Earliest Year / Latest Year 1972 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Amendment petitions for rezonings; proposal request; plans; correspondence; review; includes maps, charts and exhibits.				
7. Record Series Format(s)		8. Record Series Sequence		9. Volume <u>283</u> Number
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Plan sheets and displays</u>		<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u></u>		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s) never		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 10 years, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page <u>45</u> of <u>55</u>
1. Department/Agency Charles County Govt.	2. Division Planning & Growth Mgt.	3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.		
4. Record Series Title Zoning Map Amendments		5. Earliest Year / Latest Year <u>1992</u> to <u>Present</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Zoning Map Amendments requests; applications, correspondence, orders from Commissioners; will include maps, charts and exhibits.		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Plan sheets and displays</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual <u>.2</u> Accumulation Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File becomes inactive after _____ Month(s) _____ Year(s) never	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646	14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x	18. Recommended retention Retain for 50 years, then destroy.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM	20. Telephone Number 301-645-0576	21. Date 01/27/98

Instructions -- Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>46</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Subdivision Plat Files			5. Earliest Year / Latest Year 1959 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Subdivision Plat files; application, plats, correspondence, review				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Maps & Plat Sheets</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>12</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>storage boxes</u>
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s) never		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify agency or office) x copy of recorded plat in Land Records, Courthouse x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain until updated or superseded, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions -- Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>47</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Preliminary Subdivision Plans			5. Earliest Year / Latest Year 1976 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Preliminary plans of subdivisions; initial land development proposals, applications, plans, correspondence, reviews.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) _____ Maps & Plan Sheets		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>15</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s) never		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain for 10 years, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions -- Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>48</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purpose					
4. Record Series Title Zoning Text Amendments				5. Earliest Year / Latest Year 1992 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Amendment proposals for Zoning Ordinance, primarily text correspondence, but may include charts and exhibits.					
7. Record Series Format(s)		8. Record Series Sequence		9. Volume <u>2</u> Number	
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Plan sheets & displays</u>		<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u></u>		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation <u>.2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) _____ Year(s) never		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Retain for 50 years, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>49</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Planning Grants (i.e., CZM, Ches. Bay Critical Area, etc.				5. Earliest Year / Latest Year <u> </u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Each file may contain some or all of the following: FY Grant Documents, contracts, reports, billing information, etc.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: right;">Number</div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after <u> </u> Month(s) <u> </u> Year(s)			
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent County			
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain until grants are closed plus 5 years and until all audit requirements have been fulfilled, then destroy.			
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>50</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Water, Sewer, & Solid Waste Planning				5. Earliest Year / Latest Year <u>1990</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Comprehensive Water, Sewer and Solid Waste Files. Water & Sewer reports, project files, program implementation files.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Retain until project is completed plus 5 years and until all audit requirements have been fulfilled, then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt <i>Asst. to Director, PGM</i>		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>51</u> of <u>55</u>	
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning	
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.					
4. Record Series Title Ag. Files, Transfer Rights, Forest Legacy, Etc.				5. Earliest Year / Latest Year <u>1980</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> - Ag. Preservation - Ag. Preservation Easement Properties - Transfer of Development Rights sending/receiving - Forest Legacy Program </div> <div style="width: 45%;"> - Ag. Misc. (memo's ltrs.) - Sludge Mis. (memo's ltrs.) - Off site forest mitigation - So. Md. Ag. Comm. (meetings, committees, etc.) </div> </div>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: right;">Number</div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ boxes & library shelf <hr/> 10. Annual Accumulation <div style="text-align: right;">Number</div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin development, and accomplishments of the agency. Transfer periodically to Md. State Archives.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98	

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>52</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purpose				
4. Record Series Title Census 2000			5. Earliest Year / Latest Year _____ to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence on projects relating to upcoming decennial census.				
7. Record Series Format(s)		8. Record Series Sequence		9. Volume <u>1</u> Numl
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) expanding file 10. Annual Accumulation Numl <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) varies
11. File is used: <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File becomes inactive after _____ Month(s) _____ Year(s)	
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646			14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or of x x	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County	
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x			18. Recommended retention Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the agency. Transfer periodically to Md. State Archives.	
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>53</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Lower Potomac & Middle Potomac, Patuxent Tributary			5. Earliest Year / Latest Year <u> </u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Minutes and other documents pertaining to the Tributary Team meetings.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: right;">Number</div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation <div style="text-align: right;">Number</div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) varies
11. File is used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File becomes inactive after <u> </u> Month(s) <u> </u> Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Permanent, transfer periodically to the Maryland State Archives.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>54</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Comprehensive Plan Update			5. Earliest Year / Latest Year <u>1995</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains the documentation used to update the 1990 plan, workgroups, draft, etc.				
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
		10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ varies		
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain until the project is completed, plus 5 years and until all audit requirements have been fulfilled then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98

Instructions – Type or print a separate form for each new or revised record series.		DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD JESSUP, MARYLAND 20794		Page <u>55</u> of <u>55</u>
1. Department/Agency Charles County Govt.		2. Division Planning & Growth Mgt.		3. Unit/Program Planning
DEFINITION: Record Series: a group of related records normally filed and used as a unit for reference as well as retention & disposition purposes.				
4. Record Series Title Public Facilities Files			5. Earliest Year / Latest Year _____ to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files may contain some or all of the following: transportation, transportation planning, traffic, State Highway, administration, current projects, past projects, etc.				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) boxes & library shelf <hr/> 10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 1 library shelf
11. File is used: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after _____ Month(s) _____ Year(s)		
13. Current Location(s) (Building, Floor, Room) Planning & Growth Management 2nd Floor, County Government Building La Plata, Maryland 20646		14. Is record series duplicated elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office) x x		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) and regulation(s)) x x		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent County		
17. Is an index system used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain briefly and describe any hardware/software) x x		18. Recommended retention Retain until the project is completed, plus 5 years and until all audit requirements have been fulfilled then destroy.		
19. Name and Title of Preparer Joyce A. Schmidt Asst. to Director, PGM		20. Telephone Number 301-645-0576		21. Date 01/27/98